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SECRETARY OF THE AIR FORCE**

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SUPPORT AGREEMENTS PROCEDURES

COMPLIANCE WITH THIS PUBLICATION IS MANDATORY

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This instruction implements AFPD 25-2, *Support Agreements*, dated 19 March 1993, by detailing support agreements procedures within the Air Force. Interservice and Intragovernmental Support is governed by DoDI 4000.19 and the financial aspects of Air Force Intraservice Support are covered in AFI 65-601. Air Force and DoD Policy directs that support agreements be developed between suppliers and receivers within the affected organizations to document recurring day-to-day peacetime support in order to provide unit commanders with the capability to ensure resources are expended wisely and to help eliminate unnecessary resource duplication. This instruction does not cover international agreements nor the administration of contracts.

(PACAF) This publication applies to Headquarters Pacific Air Forces and all subordinate units. It does not apply to the Air National Guard or the US Air Force Reserve units and members.

SUMMARY OF REVISIONS

This document is substantially revised and must be completely reviewed.

This version completely updates the AFI 25-201 dated 15 November 1994, following the republication of the DoDI 4000.19 on 9 August 1995. It provides more detailed guidance to the field but, apart from the change to Incremental Direct Costing for non-Intraservice Air Force Agreements, it does not introduce substantive policy changes.

(PACAF) Clarified PACAF policy for the Numbered Air Force (NAF) level MOA/MOUs; Effective term for the Interim MOA was increased from 90 days to up to 6 months; Clarified data elements that should be on the quarterly Support Agreement Analysis Program (SAAP) report; References to obsolete PACAF Form 170 were deleted; Clarified approval authority for those organizations

that are not aligned with standard wing structure; Added DFAS to distribution list for those agreements that contain reimbursable support categories. *New or revised material is indicated by an (*)*.

(PACAF) AFI 25-201, 1 December 1996, is supplemented as follows:

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Chapter 1

TYPES OF SUPPORT AGREEMENT

1.1. Support Agreements Covered by DD Form 1144.

1.1.1. Support agreements administered by the Air Force and normally documented on DD Form 1144 fall into the following principal categories:

- Air Force to Air Force, known as Intraservice Agreements.
- Air Force to other Service or DoD components, known as Interservice Agreements.
- Air Force to other non-DoD activities, known as Intragovernmental Agreements.
- Air Force to other non-Federal activities.

1.1.2. To ensure the maintenance of a comprehensive logistics record, all significant recurring support provided by the Air Force should be recorded on DD Form 1144, whether reimbursable or non-reimbursable. It is also strongly recommended to record all such support on DD Form 1144 when the Air Force is the receiver.

1.1.3. Policy and procedures for Interservice, Intragovernmental and Air Force to non-Federal activities are governed by the DoDI 4000.19, dated 9 Aug 95. In addition, the DoDI 4000.19 provides an overall umbrella of general guidance for the administration of support agreements within the DoD community.

1.2. Memorandums of Agreement/Understanding (MOA/MOUs).

1.2.1. Most MOAs and MOUs are used to define areas of broad agreement between two or more parties. MOAs usually document the exchange of services and resources while MOUs normally define broad areas of understanding.

1.2.1.1. (Added-PACAF) In PACAF, use of MOAs at wing level is limited. Units may use an MOA to document support arrangements with state and local government agencies and to document interim (not to exceed 6 months in duration) support arrangements which involve the obligation of resources (see AFI 25-201, attachment 4 for format). NAFs are allowed to consummate MOAs/MOUs without HQ PACAF coordination as long as the scope of support, whether reimbursable support is provided or not, applies only to their AOR. NAF commanders are neither authorized to negotiate a command-to-command agreement, nor commit PACAF resources beyond what already exists and are available within their AOR. Use MOUs, not MOAs for functional area agreements that are procedural in nature and that do not obligate resource (see para 1.2.3.1).

1.2.1.2. (Added-PACAF) The Interim MOA is used to provide support to a new requirement pending consummation of a formal agreement (interservice or intraservice support agreement). This agreement is valid for up to 6 months. The formal agreement will include verbiage to terminate the interim arrangement.

1.2.2. MAJCOM/Numbered Air Force (NAF) Level MOA/MOUs. Most internal Air Force MOA/MOUs are broad agreements between or among MAJCOMs or NAFs to identify parameters for developing support agreements between subordinate units. At the installation level, these MOA/MOUs are

then used as a source document in addressing the provision of services, funding and reimbursement arrangements. However, the actual transfer of funds or other resources is effected by the relevant established functional procedure and not by MOA/MOUs alone.

1.2.2.1. (Added-PACAF) HQ PACAF command level MOAs and MOUs will be coordinated with PACAF/LGXP early in the development stage to ensure proper procedures are followed and all appropriate parties are included in coordination. The basic MOA format shown at AFI 25-201, attachment 4 will be used to complete the agreement.

1.2.2.2. (Added-PACAF) Reference command-to-command agreements in purpose statements of applicable installation level support agreements (normally contained in block 11 of DD Form 1144).

1.2.2.3. (Added-PACAF) (Added) Civilian Personnel Servicing Agreements (CPSAs) are governed by AFI 36-105, Civilian Personnel Servicing Agreements, Mar 94. If civilian personnel support is involved, reference the current CPSA in the agreement.

1.2.3. Functional Area MOA/MOUs. MOA/MOUs can be used between functional areas to document mutually agreed areas of responsibility, such as:

- Statement of facts.
- Intentions.
- Procedures.
- Policies for future actions.

The functional OPR (e.g. Civil Engineers, Security Police) will usually draft, sign and maintain these documents, which are procedural or technical in nature and will not initiate the obligation of funds or manpower for recurring support.

1.2.3.1. (Added-PACAF) In PACAF, the MOU is an agreement between any two parties that documents an understanding of procedures or processes. It does not involve the obligation of resources. MOUs may be used for functional area agreements. Recommend these agreements be coordinated with the installation support agreement manager to ensure resources are not obligated unknowingly.

1.2.3.2. (Added-PACAF) MOAs will not be used for functional area agreements. Use MOUs to document these arrangements.

1.3. Major Range and Test Facility Bases.

1.3.1. DoDD 3200.11, *Major Range and Test Facility Base*, covers certain specialized range documentation. However, base operating support provided to range users should still be covered by a standard support agreement.

1.3.1.1. (Added-PACAF) For PACAF units, do not use support agreements to document base support provided to range users for a period of less than 1 year in duration. Use exercise plans to document support requirements and reimbursement procedures.

1.4. Support That Does Not Fall Under DODI 4000.19 Or This Instruction.

1.4.1. Support to DOD Contractors. If base support is required beyond what is identified in a Request for Proposal (RFP) or contract, the offerer or contractor formally requests the specified base support be incorporated into the RFP or contract.

The request is submitted to the Contracting Officer who issued the contract or RFP. If the Contracting Officer agrees to the request, then it is documented in a contract not a support agreement.

1.4.1.1. (Added-PACAF) A support agreement may be required between a DoD agency and the provider of support (host wing) to document support requirements and reimbursements for a contractor on a PACAF installation. This agreement will not be accomplished or negotiated with the contractor on the installation. The agreement will be between the host wing and DoD agency requiring the support for their contractor.

1.4.2. Agreements In Lieu of War or Contingency Plans. Support agreements are not a suitable means to document support for war, Operations Other Than War (OOTW) or exercise requirements, which should be documented in the appropriate plan (e.g. base support plan, op plan or base deployment plan.) However, it is acceptable, by mutual agreement, to use an existing support agreement to absorb additional work which is temporarily created as the result of an unplanned contingency operation

1.4.3. (Added-PACAF) Refer to AFI 13-203 for information on Air Traffic Control Letter of Agreement (LOA) and format.

Chapter 2

FUNCTIONAL AREA RESPONSIBILITIES AND AUTHORITIES

2.1. MAJCOM.

2.1.1. Program Manager:

- Administers the Command support agreements program.
- Establishes the level of approval authority for support agreements.
- Elevates impasses that cannot be resolved at MAJCOM level to HQ USAF.
- Publishes MAJCOM supplementary guidance to their field.
- Measures the Command support agreements program
- **(Added-PACAF) HQ PACAF/LGXP administers the command support agreement program. All command level agreements will be accomplished with headquarters staff assistance. Official agreement files are maintained by LGXP. LGXP will maintain an agreement number log and assign an individual agreement number for each command level agreement.**
- **(Added-PACAF) Signatory authority for command level agreements is held by PACAF/CC and is hereby delegated to PACAF/LG. Further delegation of authority will be accomplished on a case-by-case basis as approved by PACAF/CC.**
- **(Added-PACAF) MAJCOM functional managers will work to resolve support agreement impasses at their level. Impasses will be forwarded through HQ PACAF/LGXP for resolution to the appropriate HQ USAF functional manager by the MAJCOM functional manager.**
- **(Added-PACAF) HQ PACAF/LGXP tracks command support agreements status and periodically reports its progress to senior leaders. Status reports will be submitted to USAF/LGXX IAW AFPD 25-2.”**

Note that HQ 11 Wg provides program management responsibility for Air Force Elements (AFELM) and certain designated Field Operating Agencies (FOA)

2.1.2. Financial Management (FM). Provides guidance and training necessary to support financial management personnel and resource managers.

2.1.2.1. (Added-PACAF) HQ PACAF/FMA will assist PACAF/LGXP with development of support agreement policy and work with PACAF staff functional OPRs to resolve Comptroller related agreement problems.

2.1.2.2. (Added-PACAF) HQ PACAF/FMA provides policy, training, and guidance to installation Comptrollers necessary for support agreement accomplishment, financial review (as well as annual budget reviews), reimbursement tracking, and agreement revisions.

2.1.3. Manpower:

- Provides policy and guidance to installation manpower offices for support agreements and related manpower impact assessments.

- Validates the manpower annex to support agreements and initiates action to ensure transfer of the agreed to manpower resources.

2.1.3.1. (Added-PACAF) HQ PACAF/XPM will assist PACAF/LGXP with development of support agreement policy and work with PACAF staff functional OPRs to resolve manpower issues.

2.1.4. Civil Engineer. Establishes guidance to cover Real Property Maintenance environmental concerns in MAJCOM instructions as necessary.

2.1.4.1. (Added-PACAF) HQ PACAF/CEP will assist PACAF/LGXP with development of support agreement policy and work with installation functional OPRs to resolve civil engineer related agreement problems.

2.1.4.2. (Added-PACAF) HQ PACAF/CEP will provide installation level civil engineers training and guidance necessary to accomplish support agreements.

2.1.5. Security Police. Establishes guidance to cover security concerns in MAJCOM instructions as necessary.

2.1.5.1. (Added-PACAF) HQ PACAF/SPX will assist PACAF/LGXP with development of support agreement policy and work with installation functional OPRs to resolve security related agreement problems.

2.1.6. Other Functional Managers. Establish guidance to be included in MAJCOM instructions as necessary.

2.1.6.1. (Added-PACAF) All PACAF staff functional OPRs will work to resolve support agreement impasses forwarded from wings. Coordination from HQ PACAF/LGXP will be obtained on all impasse actions. Impasses will be forwarded through HQ PACAF/LGXP for resolution to the appropriate HQ USAF functional manager by the MAJCOM functional manager.

2.1.6.2. (Added-PACAF) All PACAF staff functional OPRs will establish an agreements point of contact and notify HQ PACAF/LGXP in writing of the individual's name, rank, office symbol, and phone number. This individual will be the single point of contact for all agreement actions within that directorate. LGXP will be notified immediately if changes occur.

2.1.6.3. (Added-PACAF) All PACAF staff functional OPRs will work with PACAF/LGXP to resolve installation level support agreement problems.

2.1.6.4. (Added-PACAF) (Added) PACAF/JAC will assist PACAF/LGXP with development of support agreement policy and work with PACAF staff functional OPRs to resolve legal related agreement problems.

2.2. Installation Supplier Support Agreement Manager (SAM).

2.2.1. The supplier SAM:

- Is OPR for the support agreements program
- Administers the support agreements program and prepares support agreements according to DoDI 4000.19, AFPD 25-2, this AFI and higher headquarters guidance.

- Distributes receiver requests for support to functional areas for review, coordination and acceptance.
- Tasks Functional Area Agreement Coordinators (FAACs) to provide specific provisions, identify direct incremental reimbursable costs, and, in conjunction with the servicing manpower office, provide manpower figures.
- Establishes procedures to prevent unnecessary delays in negotiating, revising, and reviewing support agreements.
- Assists their installation's geographically separated units (GSUs) and Air Force Elements (AFELMs) in developing their support agreements, if they have no SAM .
- Compiles the approved specific provisions, manpower, and funding responsibilities into a final agreement.
- Assisted by financial and manpower representatives, provides initial and ongoing training to FAACs and maintains training documentation. The SAM may invite receiver units to attend functional manager training with supplier FAACs and other agencies.
- Maintains a current list of supplier FAACs.

2.2.2. (Added-PACAF) Installation support agreement managers (SAMs) will maintain a repository of all support agreements involving obligation of wing resources either as supplier or receiver. The repository file will contain the official file folder for each agreement administered by the SAM.

2.2.3. (Added-PACAF) The SAM will maintain a continuity folder that includes the following:

2.2.3.1. (Added-PACAF) A copy of the support agreement manager appointment letter signed by the Commander (i.e., Wing, Group, Squadron or Detachment).

2.2.3.2. (Added-PACAF) An installation functional area agreement coordinator (FAAC) point of contact list for each category of support used in support agreements.

2.2.3.3. (Added-PACAF) A point of contact list for other service, DoD, and non-DoD activities with which agreements have been established.

2.2.3.4. (Added-PACAF) A self inspection checklist.

2.2.3.5. (Added-PACAF) A list of every agreement in the wing repository.

2.2.3.6. (Added-PACAF) A matrix of wing agreements which shows functional offices involved in providing support to each agreement (optional).

2.2.3.7. (Added-PACAF) Sample form letters.

2.2.3.8. (Added-PACAF) Background papers on any unique requirements for agreements at that installation, if applicable.

2.2.4. (Added-PACAF) SAMS will conduct FAAC training. The training will be conducted as required, but at least once a year and will include the following:

2.2.4.1. (Added-PACAF) Background on what agreements consist of and what types there are, why they are necessary, when they need to be done, and how they effect the FAAC.

2.2.4.2. (Added-PACAF) Definition of the agreement process to include new agreements, reviews, revisions, re-accomplishments, and terminations.

2.2.4.3. (Added-PACAF) An outline of FAAC responsibilities.

2.2.4.4. (Added-PACAF) Definition of support categories and costing methods as applicable.

2.2.4.5. (Added-PACAF) An overview of the concept of reimbursements and an explanation of the billing process.

2.2.4.6. (Added-PACAF) A list of applicable references.

2.2.5. (Added-PACAF) Installation SAMs will maintain a six-part folder for each agreement which will contain the original signed agreement, negotiation history, and all required documentation. PACAF recommends that part one contain the current agreement and attachments; part two contain correspondence and coordination applicable to the current agreement; part three contain copies of superseded agreements; part four contain historical data; part five contain contact lists and milestones; and part six contains extra copies of the agreement. A coordination/tracking form will be completed for each agreement action (revision, review, re-accomplishment, termination) and filed in part two if pertinent to the current agreement or in part four if pertinent to past agreements.

2.2.6. (Added-PACAF) Installation SAMs manage the process of accomplishing support agreements involving wing resources. SAMs ensure the agreements are coordinated with all appropriate FAACs, ensure the agreements contain all required information and are administratively accurate, and are completed by the suspense dates established by the SAM. Suspended actions will be tracked and follow-up actions taken as necessary. A record of coordination and agreement inputs will be maintained in the official agreement six-part folder. SAMs will not negotiate on behalf of the FAACs.

2.2.7. (Added-PACAF) Installation SAMs will provide a quarterly Support Agreement Analysis Program (SAAP) Report, preferably, generated by SAMS 4.1, due the fifth working day of Jan, Apr, Jul, and Oct of each year to HQ PACAF/LGXP, 25 E Street, Suite H-310, Hickam AFB HI 96853-5427. The report will include the agreement number, type, supplier unit, receiver unit, date of next review, a short summary or title of the agreement, the current status (Current, Overdue Review, Initial Development), and applicable remarks. As a minimum, SAAP report releasing authority will be Commander, LSS/LSF.

2.2.8. (Added-PACAF) Installation SAMs will maintain support agreements involving wing resources throughout the life of the agreement. SAMs will ensure administrative actions such as reviews, revisions, re-accomplishments, terminations, and distribution is accomplished accurately and by the suspense date established. Above actions will be completed in accordance with instructions contained in DoDI 4000.19, AFI 25-201, and this supplement.

2.2.9. (Added-PACAF) SAMs will foster good lines of communication and cooperation with installation FAACs and especially with wing Comptroller, Manpower Office, Staff Judge Advocate (SJA), Base Civil Engineer, and Security Police activities. Agreement procedure changes will be coordinated with all installation FAACs prior to implementation if possible. When feasible, assist FAACs with problem resolution pertaining to agreement information development.

2.2.10. (Added-PACAF) The SAM will furnish a copy of his/her letter of appointment, including name, rank, office symbol, mailing and e-mail addresses, telephone/facsimile numbers, DEROS, and alternate to HQ PACAF/LGXP and any activity actually or potentially involved in

support agreements with his/her activity. SAMs will ensure that letters of appointment are current.

2.3. Installation Receiver SAM.

2.3.1. The receiver SAM:

- Provides an accurate assessment of support needs to the supplier.
- Provides a single point of contact for coordinating support agreements. If a MAJCOM has more than one receiver unit located on the installation, then one receiver SAM may be identified to represent all of that MAJCOM's units on the installation.
- Prevents unnecessary delays in negotiating, revising, and reviewing support agreements.

2.3.2. (Added-PACAF) As a receiver of support, the installation SAM will facilitate communication of support requirements and provisions between the wing FAACs and supplying agency functional counterparts. If the supplier of support has not initiated a triennial review of an agreement, process review action with the wing FAACs and submit changes to the supplier, or advise the supplier that a review was conducted and there were no changes.

2.4. Installation Functional Area Agreement Coordinator (FAAC).

2.4.1. The FAAC:

- Provides and reviews the specific provisions and terms relating to his or her functional area to ensure that a clear understanding of the required support is documented and that sufficient information is contained to determine the impact of providing the requested support.
- Negotiates all required changes to specific provisions and terms with receiver's FAAC.
- Ensures impasses are worked through functional channels.
- Contacts the servicing manpower office and assists in determining manpower requirements for support requested.
- Provides the required data to Financial Management (FM) for development of unit cost factors for relevant categories of support. A suggested method is the Manpower/Data Sheet illustrated at Attachment 8.
- Ensures billing for reimbursable support is submitted to the FM or Defense Finance and Accounting Service (DFAS) on a timely basis.
- Reviews agreements, at least annually, as part of the annual budgeting process to assess reimbursements requirements. Identifies to FM significant changes in factors affecting the cost of providing support.
- Participates in the relevant specialist aspects of the SAM's support agreement training program.
- Returns inputs in the format required by the SAM.
- Informs the SAM of any changes that affect support agreements.
- **(Added-PACAF) The FAAC provides support agreement specific provisions, in supplier will/receiver will format, to the SAM pertaining to their functional area by the suspended date. If support requirements are not clear, the FAAC will request clarification from the other activity functional counterpart. If direct negotiations occur between**

functional counterparts, the FAAC must advise the SAM of the results. The FAAC is responsible for the content of specific provisions. Although the FAAC is tasked with responsibilities in the following paragraphs, it is understood that the FAAC may not actually be the individual who performs the task described.

- (Added-PACAF) Following coordination with the installation SAM, the FAAC will elevate impasse actions to their HQ PACAF functional counterpart. The FAAC will monitor progress of the impasse and provide status updates to the installation SAM on a regular basis. The FAAC will provide copies of all follow-up actions taken to the installation SAM. The HQ PACAF functional managers will provide updated status and information copies of all correspondence generated and received on the impasses to HQ PACAF/LGXP.
- (Added-PACAF) Financial Analysis is responsible for validating all cost estimates. They will assist FAACs, when necessary, to ensure an accurate estimate is developed. Financial Analysis will attempt to work directly with FAACs in those instances where cost data is insufficient or questionable.
- (Added-PACAF) The FAAC is responsible for developing the cost of providing their particular category of support. The estimate should be fully documented. Documentation should include, as appropriate, the cost of materials/supplies, number of people including rank or grade, cost factors (if developed) and the frequency of support. This information is normally provided to the SAM during the initial support agreement development but may be provided directly to Financial Analysis personnel upon request.
- (Added-PACAF) The FAAC working with their RA, will review annually the cost of providing support to all receivers and notify Comptroller Financial Analysis personnel of adjustments to rates or factors. If support cost estimates listed in the agreement for a receiver differ from actual reimbursements received due to changes in the level of support requirements, the FAAC will initiate a request for an agreement revision through the installation SAM. If cost estimate differences are a result of rate changes, an agreement revision may not be required.
- (Added-PACAF) The FAAC will attend support agreement training conducted by the installation SAM, Financial Analysis, and Manpower Office. If newly assigned, the FAAC will contact the installation SAM to receive individual support agreement instruction.
- (Added-PACAF) The FAAC will immediately notify the SAM in writing of any significant changes to support agreement requirements or level of support. The notification will include the source of the change, exact wording of new specific provisions, new cost data, and date support changes will occur.

2.5. Installation Manpower Office.

2.5.1. The manpower office reviews all support agreements for manpower impact:

- If there is no manpower impact, enters "No additional manpower is required to support the receiver" and signs in DD Form 1144, Block 11 (General Provisions).
- If there is a manpower impact, determines its size in conjunction with the supplier FAACs. Documents the required manpower in a manpower annex and certifies it by signing the annex.

- After approval and signature by supplier and receiver, forwards the signed agreement with manpower annex to the MAJCOM Manpower Office for validation and transfer of required manpower.
- Assists FM in cost factor development in areas involving labor (e.g., hours/man-years).
- Assists the SAM in the manpower aspects of support agreements training.
- **(Added-PACAF) The wing manpower office will assist the SAM, Comptroller, and FAACs in developing the support requirements.**
- **(Added-PACAF) Manpower requirements will be determined by the servicing manpower office. The manpower attachment will be prepared using a Manpower Annex calculation spreadsheet.**

2.6. Installation Financial Management Comptroller (FM).

2.6.1. The FM is an essential part of a successful agreements program. The primary FM function is financial analysis.

2.6.2. The financial analysis function at the field level is tasked with the overall coordination of support agreements within the FM Office. They:

- Accomplish the annual budget review and review reimbursements collected compared to actual support agreement calculations.
- Ensure that appropriate costing of activities by the FM resource management system is included in the budget process.
- Provide financial advice to all parties involved in the agreements process
- Identify funding responsibilities in support agreements as per the DoDI 4000.19 and AFI 65-601, Volume 1, Chapter 7, *Budget Guidance and Procedures*.
- Assist the SAM in providing support agreements training.
- Ensure that the receivers reimbursable and non-reimbursable direct incremental cost requirements are included in the supplier's annual financial plan.
- Work with DFAS organizations to ensure the accomplishment of actual billing of support and to provide appropriate accounting services

2.6.2.1. (Added-PACAF) The Comptroller, through Financial Analysis, will ensure that an annual budget review is accomplished on every active interservice or intraservice support agreement involving wing units as suppliers of support. As a minimum, Financial Analysis will review the cost estimates provided by the FAACs to ensure the estimates are still reasonable and current. If the estimates are determined to still be reasonable and current, Financial Analysis will notify the SAM in writing (identifying the agreement number) that the annual review has been completed. If Financial Analysis questions an estimate, the applicable FAAC will be contacted. Financial Analysis will work with the applicable FAAC to resolve any questions. If the resolution results in a new/revised estimate, Financial Analysis will provide the SAM with the new estimate. The SAM will forward the new cost estimate to the receiver's point of contact requesting approval of the change. The installation SAM will take appropriate action to either modify the agreement or include the new approved cost estimate into the agreement depending upon the receiver's reply.

2.6.2.2. (Added-PACAF) Financial Analysis will provide the cost computation worksheet attachment for each support agreement. If a problem arises with data provided to the Comptroller during the agreement development process, the Comptroller FAAC will contact the applicable support category FAAC to resolve the problem. If the agreement arrives at the Comptroller missing required cost data, Financial Analysis should contact the installation SAM for the missing data.

2.6.2.3. (Added-PACAF) Financial Analysis will also assist SAMs with other out-of-cycle training as required. Financial Analysis' training will include, as a minimum: discussing cost data requirements, unit costing techniques, billing procedures, and the annual budget review process.

2.7. Installation Environmental Office.

2.7.1. The Environmental Office achieves and maintains environmental quality in support of the Air Force Mission by cleaning up environmental harm resulting from past activities; meeting all environmental standards applicable to present operations; planning future activities to minimize environmental impacts; managing natural and cultural resources and eliminating pollution wherever possible.

2.7.2. The Environmental Office ensures any and all environmental concerns are addressed in support agreements. If the document affects the environment, then the Environmental Office will perform those actions required under law, regulation or instruction, and annotate Block 11 of the DD Form 1144 accordingly. Specifically, the Environmental Office will:

- Conduct reviews of support agreements to ascertain if a conformity determination pursuant to Section 176(c) of the Clean Air Act may be required per AFI 32-7040, *Air Quality Compliance*.
- Analyze proposed waste stream to ensure incorporation into existing plans and permits, in accordance with AFI 32-7041, *Water Quality Compliance*, and AFI 32-7042, *Solid and Hazardous Waste Compliance*.
- Ensure environmental compliance in managing hazardous and toxic wastes, including underground and above ground storage tanks, per AFI 32-7044, *Storage Tank Compliance*.
- Review support agreements to ascertain if there are conflicts with existing compliance agreements or Federal Facilities Agreements with regulators, per AFI 32-7047, *Compliance, Tracking & Reporting*.
- Ensure environmental impact analysis documentation is completed both stateside and overseas in accordance with AFI 32-7061, *Environmental Impact Analysis Process*, and AFI 32-7006, *Environmental Program in Foreign countries*.

2.8. Installation Chief, Security Police.

2.8.1. The Security Police ensure resource protection, weapon system security, information security, industrial security, weapons storage, and other security issues addressed in support agreements and, where there is a potential security implication, annotate Block 11 of DD Form 1144 accordingly.

2.9. Disposition of Support Agreements.

2.9.1. Use AFMAN 37-139, *Records Disposition Schedule*, to maintain records.

2.9.1.1. (Added-PACAF) Specifically Table 37-15, Rule 7, 8, 9, or 10.

Chapter 3

SEEKING SUPPORT AND WAIVERS

3.1. Seeking Support.

3.1.1. Circumstances which may cause commanders to seek support include:

- Additions to existing role or mission.
- The unplanned loss of an existing source of support (e.g. natural disaster).
- The realization that similar or identical functions are being duplicated by nearby DoD or other Federal agency.
- Improved economy or efficiency of operation.
- The closest Air Force installation to an Air Force GSU should provide base support, regardless of parent MAJCOM.
- Consolidation of functions.
- Base Realignment and Closure.
- Air Force Elements (AFELMs), which need Air Force-unique support, that non-Air Force suppliers cannot provide (e.g. Military Personnel Flight Services, USAF unique uniform)

3.2. Development of Support Agreements.

3.2.1. As a general guide, DoD and Air Force policy encourages providers of recurring support to develop support agreements with receivers of that support. The following general limitations apply:

- An agreement should normally cover only one receiver, but more than one receiver can be included if they are funded from the same source.
- Separate agreements are required for each different supplier.
- If two installations both supply and receive support to and from each other, then separate agreements should be developed.
- Air Force units should provide support to other Air Force or DoD agencies when requested, subject to the commander's determination that the unit has the capability to do so without jeopardizing assigned missions.
- The support provided to receivers should be equivalent to the standard level of support defined and furnished by the supplier to its own mission, unless requested or agreed to by the receiver.
- The provision of small scale recurring support may not always justify the administrative effort and expense of preparing a full support agreement. In such cases, installation commanders may waive the need to raise a formal agreement but SAMs should still retain a written record of details to ensure continuity for the arrangement.
- **(Added-PACAF) Support agreements are not normally required between PACAF units but may be established at the request of the Commander of either party.**

3.2.2. MAJCOMs need to ensure the Air Force Reserve (AFRES) and the Air National Guard (ANG) receive the same level of support as other tenant units on their installations. This includes but is not limited to:

- Base level support services
- Annual tours
- Unit training assemblies
- Peacetime training in all areas
- Weekend operations
- **(Added-PACAF) For PACAF units, Air Force Reserve (AFRES) units and the Air National Guard (ANG) units will receive the same level of support as other tenant units on the installation.**

3.3. Waivers to Support.

3.3.1. Requests for a waiver to permit duplication of support functions are appropriate if:

- It is more economical
- Provision of support is physically impractical
- Wartime requirements dictate duplication of facilities or functions

3.3.2. ANG and AFRES receivers do not require a duplication waiver if their requirement is based on a wartime mission of their gaining MAJCOM.

3.3.3. To obtain a waiver, the receiving MAJCOM should send a waiver request to the supplying MAJCOM, including confirmation of whether or not the receiving MAJCOM accepts responsibility for the financial and manpower costs of supporting the waiver. The supplying MAJCOM then requests the waiver from HQ USAF/LGXX. If approved, the waiver will normally be valid for three years and a copy of it should be attached to the relevant support agreement.

3.3.3.1. (Added-PACAF) Requests for waivers to support agreements will be forwarded to HQ PACAF/LGXP, 25 E Street, Suite H-310, Hickam AFB HI 96853-5427.

Chapter 4

AGREEMENT DOCUMENTATION PROCEDURES

4.1. Identifying the Requirement.

4.1.1. The potential receiver identifies support requirements to the proposed supplier by letter and if possible, sets up a face-to-face meeting to clarify respective requirements and capabilities, including mission, equipment types, and personnel. Typical questions to be resolved include:

- How will the potential receiver request support from the supplier?
- Who will receive the support?
- What type and level of support will be required?
- Are there non-standard conditions related to the request for support?
- What is the objective or mission supported?
- When will the support be provided?
- Have all support categories been considered?
- Where will the support be provided?
- Does the receiver have any contracts with contractors where the government has agreed to provide base support?

4.1.2. Any doubts as to exactly what support is needed must be clarified before the support agreement is approved.

4.2. Drafting - Support Responsibilities.

4.2.1. The supplier SAM prepares a draft agreement to identify all necessary support, using the support category listings in Enclosure 6 to DoDI 4000.19 and Attachment 5 to this AFI.

4.2.2. All affected parties, including the receiver's and supplier's functional areas should review and coordinate the draft agreement. SAMs should ensure that their FAACs fully understand the implications of the agreement in their respective specialist areas and note that questions on the capability to support the receivers are best coordinated directly between FAACs and receivers.

4.2.3. SAMs should ensure that all attachments to support agreements are listed in Block 11 of the DD Form 1144.

4.2.4. (Added-PACAF) The host base organization may not obligate one of its tenant units to provide other than normal host base support to another tenant. A separate agreement between the two tenants should be accomplished.

4.3. Drafting - Financial Responsibilities.

4.3.1. The SAM ensures specific provisions in all support agreements are identified and defined. The local FM assists support providers in identifying what the receiver pays for, including its basis and estimated reimbursements, on the DD Form 1144 and its funding annex.

4.3.2. FM and DFAS organizations will detail all costs billed to the receiver to include the following:

- Relevant support categories.
- Computation details of the reimbursables.
- Frequency of billing (e.g. monthly, quarterly or annually).

4.3.3. Interservice and intragovernmental receivers will normally be charged for direct incremental costs only, as per DoDI 4000.19, para D6. Reimbursement policy for intraservice agreements is covered by AFI 65-601, Vol I.

4.3.4. Local FM personnel will record all reimbursement computations in sufficient detail to provide an audit trail by clearly documenting computation methods, factor sources, and results. In addition, the Funding Annex should include sufficient documentation to satisfy the financial concerns of the receiver (for suggested format see Figure 5-3).

4.3.5. Note that non-standard rules apply to certain 'Providers of Public Goods or Services', 'Mutual Benefits' and other specific exceptions, as detailed at Attachment 6.

4.3.6. If current Air Force standard base level accounting systems do not directly correlate identification of incurred expenses with the support categories outlined in DoDI 4000.19, then estimation of anticipated reimbursements should be based on:

- General and specific provisions of the agreement.
- Reasonable projections of required levels and amounts of support.
- Generally accepted cost analysis techniques and principles.
- Good faith negotiations.

4.4. Drafting - Manpower Responsibilities.

4.4.1. The SAM ensures population, equipment, and aircraft requiring support are identified and defined. The local manpower office then identifies on the manpower annex (for suggested format see Figure 5-4) the required manpower to support any additional workload.

4.4.2. The manpower annex will detail the following:

- Computation method.
- Manhour or manpower impact by functional area/support category.
- Total manpower impact in whole numbers.

4.4.3. Current Air Force Functional Account Codes and Air Force Manpower Standards do not correlate to support categories in DoDI 4000.19. Manpower impacts will be based on:

- Specific provision of the agreement.
- Air Force Manpower Standards.
- Management engineering methods (technical estimates, good operator timing, position manning, operational audits, etc).

4.4.4. The manhours required to support the additional workload will be totaled and the manpower will be computed using the Manhour Availability Factor. The manpower office will document and maintain on file all computations in sufficient detail to provide an audit trail of required manpower.

4.4.5. (Added-PACAF) Due to frequent delays in receiving manpower reimbursements due to Planning, Programming, and Budgeting System (PPBS) cycles, recommend that services are not promised until manpower is actually obtained and made available to the supplier.

Chapter 5

AGREEMENT PROCESSING AND REVIEW PROCEDURES

5.1. Preparing and Revising Agreements.

5.1.1. When a new agreement, revision, review, waiver or termination is required, SAMs should ensure all relevant functional offices are notified and to this end they must retain POC details for all offices involved. An agreements processing flow chart for the process is at Figure 5.1.

5.1.2. (Added-PACAF) Place the agreement number on the top right corner of each page (following the face of the DD Form 1144) of the agreement including attachments.

5.2. Coordination.

5.2.1. Coordination guidelines are as follows:

- SAMs produce the initial or revised draft of an agreement and then ensure it is coordinated in writing by all parties concerned (see Attachment 7).
- SAMs submit an individually copied staff summary sheet or letter to manpower, financial management, the staff judge advocate (JA), the environmental office and security police. Include instructions for manpower to provide manpower requirements in the manpower annex, FM in the funding annex, JA to provide a legal review with liability assessment, environmental office to assess the environmental impact and security police to assess the security impact. Figure 5.2 shows the manpower review process.
- SAMs should check the completed coordination sheets for errors or changes that may create an impasse and transfer any amendments into the master draft agreement.
- **(Added-PACAF) The servicing manpower office will review support agreements prior to approval and, if there is no manpower impact, include certification (“This support agreement has no manpower impact.”) in block 11 of the DD Form 1144 verifying that the support has been reviewed and no additional manpower is required.**
- **(Added-PACAF) The installation SJA will review support agreements prior to approval and, if deemed sufficient, include certification (“This support agreement has been reviewed and found to be legally sufficient.”) in block 11 of the DD Form 1144 verifying that the support agreement has been reviewed and is found to be legally sufficient.**
- **(Added-PACAF) The installation Environmental office will review support agreements prior to approval and, if there is no environmental impact, include certification (“This support agreement has no environmental impact.”) in block 11 of the DD Form 1144 verifying that the support agreement has been reviewed and determined to have no environmental impact.**
- **(Added-PACAF) The installation Security Police will review support agreements prior to approval and, if there is no security impact, include certification (“This support agreement has no security impact.”) in block 11 of the DD Form 1144 verifying that the support agreement has been reviewed and determined to have no security impact.**

- **(Added-PACAF) In PACAF, coordination can be accomplished via any documented means, FAX, e-mail, mail, etc.**

5.3. Approval and Signature.

5.3.1. The SAM:

- Prepares a letter to transmit a copy of the final support agreement to supplier manpower, civil engineers/environmental, and comptroller for signature, plus an information copy to security police when identified by them as necessary.
- Prepares a letter transmitting the original agreement to receiver. This letter should explain any apparent anomalies and their rationale. If receiver requests further changes, then renegotiate the disputed issues and have the approving official sign and return the original agreement.
- Obtains final approval signature. Block 3 of the DD Form 1144 is the effective date of the agreement unless otherwise stated in Block 11.
- Determines the number of copies required and forwards them to the agencies concerned.
- Consolidates correspondence that explains any significant anomalies and retains it for the next review cycle. Retains FAACs' coordinations which document significant changes.

5.3.1.1. (Added-PACAF) For Geographically Separated Units (GSUs) without logistics plans functions, the unit commander will request Support Agreement Servicing from his/her wing, NAF, or HQ PACAF parent organization to which assigned. The parent organization will provide the support or support from an alternate source within PACAF.

5.3.2. (Added-PACAF) For PACAF supplier units, base level approval authority for intraservice, interservice, and memorandum of agreements is the wing commander or his/her designated representative. For those organizations that are not aligned with standard wing structure, i.e., ASUS, ASG, etc., approval authority is the activity commander who has authority over personnel and materials utilized in providing the specified support (block 8.c.), and the activity commander who has authority over the mission receiving the support (block 9.c.). The delegation must be accomplished in writing and a copy filed in the SAM continuity folder.

5.4. Review and Revision of Support Agreements.

5.4.1. Annual FM Budget Review. The Annual Budget Review:

- Ensures continued accuracy of estimated reimbursement charges and coincides with budget lead-time requirements and Financial Plan preparation
- Does not involve a renegotiation unless there are significant changes in support requirements.
- Reviews estimated support requirements prior to the annual budget submission. A revised Funding Annex (see Figure 5-3 for suggested format), signed by both supplier and receiver FMs will then be included as an attachment to the agreement.
- **(Added-PACAF) Significant change in support requirements is defined as more than a ten percent increase or decrease in frequency or levels of support required. The decision to formally revise the agreement may be influenced by the change to estimated reimbursements and how that will effect the support wing's budget. Ultimately, the decision to formally revise the agreement is made jointly by the FAAC and SAM.**

There is no need to route the agreement through the final approval authorities. Figure 5.4 shows an Annual Budget Review flow chart of the process.

5.4.2. Triennial Review.

- A triennial review is initiated by the supplier SAM dated from the agreement's effective date (Block 3, DD Form 1144). However, MAJCOMs are authorized to defer triennial reviews if a thorough review has been completed in the interim, in which case the three year period will begin from the date of the last major review.
- A triennial review consists of the agreement being reviewed in its entirety and approved as per the original.
- SAMs ensure that all FAACs view standard levels of support, basis for reimbursement, and estimated reimbursements to determine whether they are still current and that the triennial review is documented.
- When an agreement is reaccomplished by a triennial review, Blocks 1, 2, and 3 of DD Form 1144 will be changed accordingly. The supplying activity address code and sequential number will normally remain the same as long as the agreement is in existence.
- MAJCOMs are authorized to waive triennial reviews for their installations which are within two years of closure .
- **(Added-PACAF) Revisions to support agreements initiated within 180 days prior to the triennial review date should be coordinated with all activities involved and the triennial review accomplished concurrently with the revision. The SAM should request FAACs to review the agreement in its entirety during the review process. If after the review, an agreement requires major revision, the agreement should be re-accomplished.**
- **(Added-PACAF) Place the agreement number, revision number, and date on the top right corner of each page of the agreement including attachments. Include a summary of changes in block 11 of the DD Form 1144.**
- **(Added-PACAF) Triennial reviews will be initiated at least 120 calendar days prior to the agreement review date or termination date. If an agreement is for a period of less than 6 years, review date will be midpoint of support period.**
- **(Added-PACAF) The Comptroller, servicing manpower office, base civil engineer, security, and staff judge advocate will be included in the coordination process of each agreement.”**

5.4.3. Minor Revisions. Minor pen and ink changes, including non-substantive modifications, may be made by mutual agreement provided they do not significantly affect manpower or funds.

5.5. Resolving Impasses.

5.5.1. As a general rule, impasses should be resolved at the lowest possible level and only elevated to higher authority when the local negotiation process is exhausted. When this is unavoidable, the following guidelines apply:

- If an impasse concerning an overall agreement cannot be resolved between the supplier and receiver, then both SAMs pass details to their MAJCOM counterparts for resolution.
- If an impasse relating to a specific support category cannot be resolved at installation level then both FAACs pass details to their MAJCOM counterparts with copies to their installation

SAMs and MAJCOM support agreement program managers. Omit the impasse category of support from the support agreement and include the following statement in DD Form 1144, Block 11, General Provisions that "Due to an impasse in negotiating support for category XXXX, this agreement is being processed with an impasse."

- MAJCOMs should advise HQ USAF/LGXX of any formal impasse outstanding for more than 180 days.
- Upon resolution of an impasse, correspondence documenting the resolution process will become part of the agreement file.

5.5.2. (Added-PACAF) Before forwarding an impasse to MAJCOM, the installation FAAC will coordinate transmittal correspondence with the installation SAM. The installation SAM will retain a copy of all correspondence relating to the impasse in the official agreement file.

5.6. Reduction, Modification or Termination of Support.

5.6.1. If an agreement is unilaterally terminated, suspended or significantly modified with less than 180 days notice to other parties of the agreement, the unilateral party may be billed by affected parties for reimbursement of unavoidable termination or re-procurement expenses incurred up to 180 days following the written notification.

5.6.2. The supplier FAAC will ensure that final charges for support are submitted NLT 90 days after receipt of notification of termination of support.

5.6.3. Installation SAMs are to notify HQ USAF/LGXX, through their MAJCOM SAMs, prior to the issue of any unilateral termination notice.

5.6.4. (Added-PACAF) (Added) If notification of reduction of support to a PACAF unit is received, the SAM will take immediate action to notify all affected FAACs. SAMs will not unilaterally enter into negotiations with a supplier to resolve reductions to support.

Figure 5.1. Agreements Processing Flow Chart.

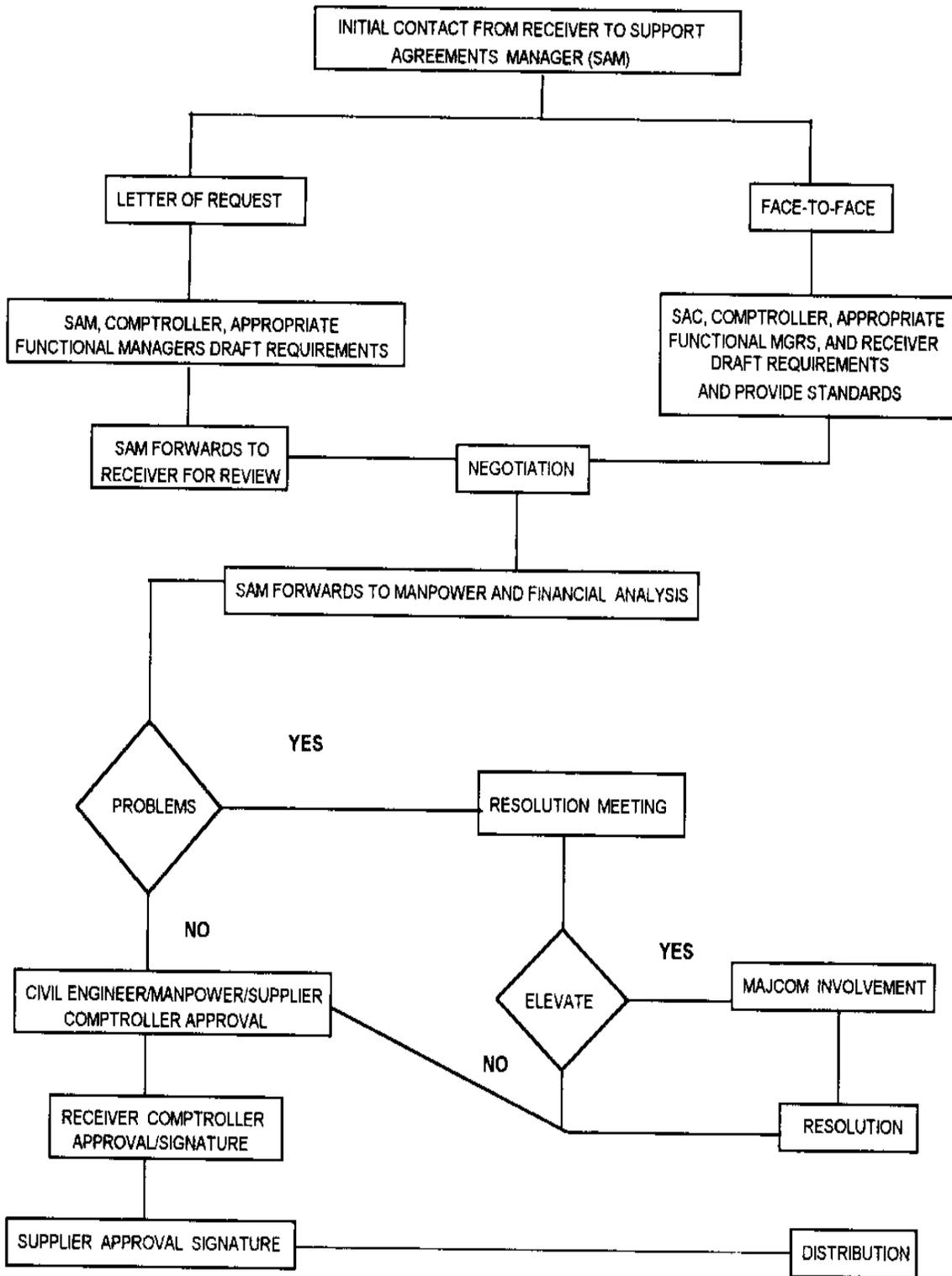


Figure 5.2. Manpower Requirement and Resource Flow Chart.

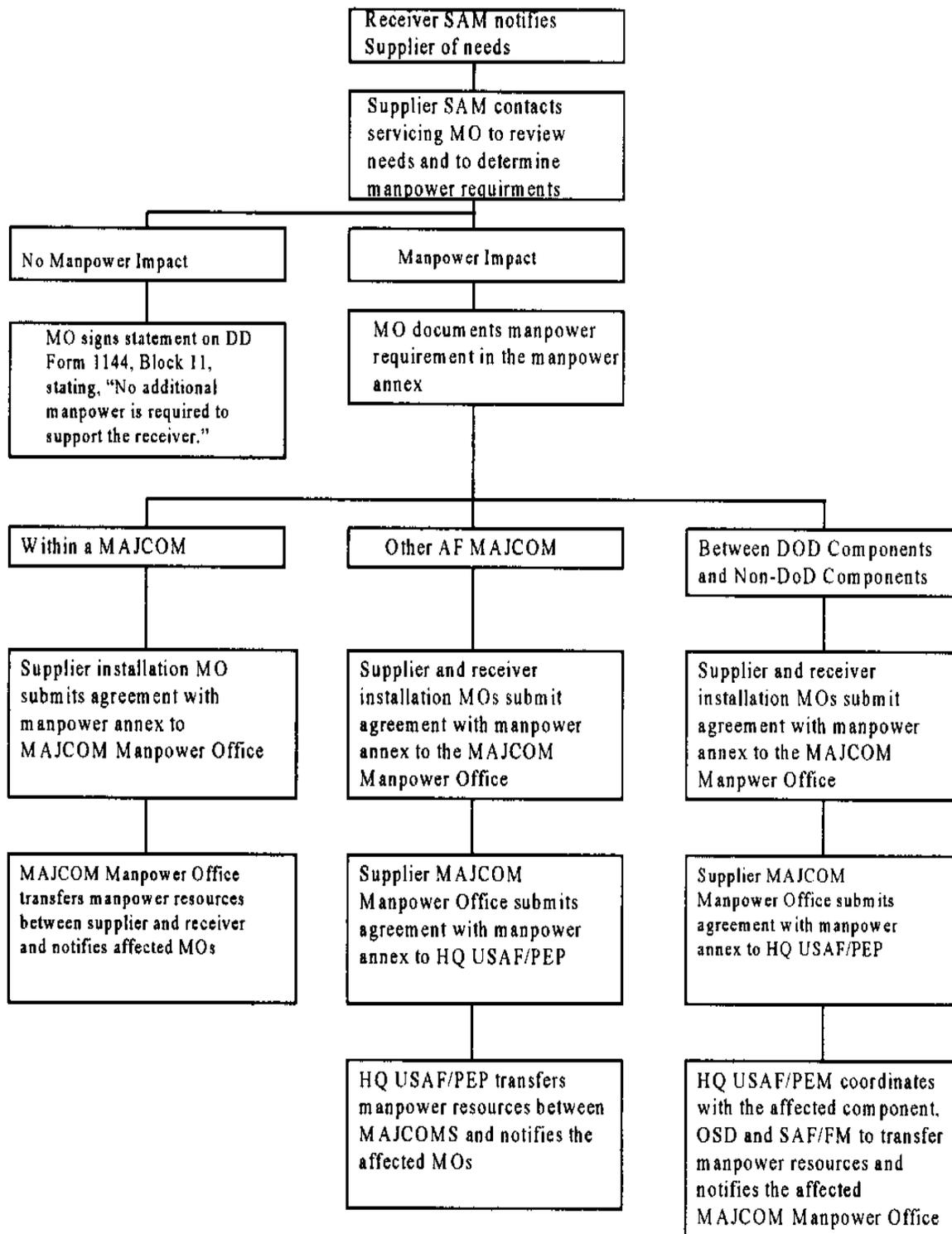


Figure 5.3. Interservice Funding Annex (Suggested Format).

(SUGGESTED FORMAT)			
a. CATEGORY OF SUPPORT	b. BASIS FOR COSTING	c. ESTIMATE	
		*NON-REIM	REIM COST
Mail Postage	Metered Mail (Ref SAF/AAIA Ltr, 11 Jul 94) Non-AF postage		\$ 1,000.00
Refuse Collection and Disposal	Tonnage - based on engineering estimates. Example: Prior year tonnage + program change x current rate and approved adjusted rate change		49,200.00
Supply Services	Actual cost based on FY XX Estimates include x percentages for inflation (Receiver provides MIPR directly to Supply Sqdn)		<72,058.46>
Utilities	Elec - Meter/Eng Est		194,512.18
	Natural Gas - Meter		15,042.44
	Heat/Air - Eng Est		31,521.45
	Water/Sewage - Meter/Eng Est		13,547.33
*Recommend this column provide only non-reimbursable costs which are directly attributable to the receiver, and the supplier and receiver agree that these services are non-reimbursable.			
Certified by:	(Date)		
Certifier's signature block)			
TOTAL			\$ 304,823.40

Figure 5.4. Intraservice Funding Annex (Suggested Format).

(SUGGESTED FORMAT)		FB9999-93244-303	
a. CATEGORY OF SUPPORT	b. BASIS FOR COSTING	c. ESTIMATE	
	Alpha/Numeric field	*NON-REIM	REIM COST
Communication Services	Toll charges		\$ 5,302.57
	Actual equipment cost		<45,970.00>
Mail Postage	Metered Mail	**\$ 1,000.00	
Supply Services	Actual cost (Receiver provides MIPR directly to Supply Squadron) ***		<9,056.16>
Vehicle Support	Maintenance records form		14,380.36
<p>*Recommend this column provide only non-reimbursable costs which are directly attributable to the receiver. (Should the receiver relocate to another installation, the supplier's costs would be reduced).</p>			
<p>**If over \$10,000 annually, item becomes reimbursable.</p>			
<p>***One-time charges are not included in annual totals.</p>			
Certified by:	(Date)		
<p>Certifier's signature block</p>			
TOTAL		\$ 1,000.00	\$ 19,682.93

Figure 5.5. Manpower Annex.

(SUGGESTED FORMAT)

1. AGREEMENT NUMBER: FB4308-84257-123
2. TYPE OF AGREEMENT: () Interservice () Intraservice
 NEW ()
 REVISED ()
3. SUPPLIER: _____
4. SERVICING MANPOWER OFFICE: _____
5. RECEIVER: _____

6. MANPOWER DATA

<u>TYPE OF SUPPORT REQUIRED</u>	<u>FUNCTION/UNIT REQUIRING SUPPORT</u>	<u>MANHOURS REQUIRED*</u>	<u>TOTAL MANPOWER IMPACT</u>
Mil Pers Spt	Mission Support	55.45	0.348
Fuels Mgt	Supply	75.68	0.475
Freight Services	Transportation	38.15	0.239
Equipment Maint	Combat Support	<u>81.24</u>	<u>0.510</u>
TOTAL		250.52	1.572 = 2

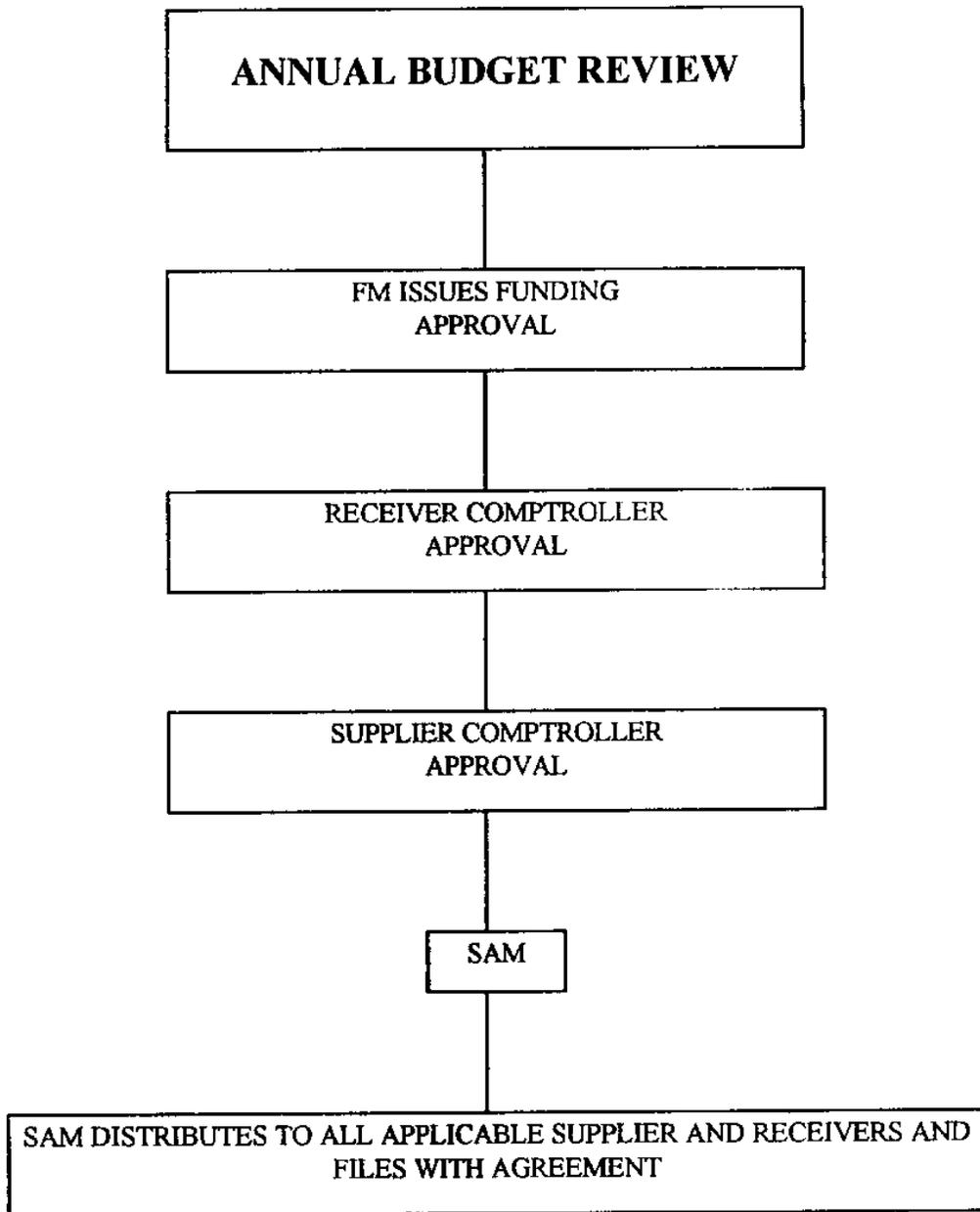
7. COMPUTATION METHOD USED TO DETERMINE MANPOWER REQUIREMENT:

 *Documentation used to determine required manhours will be maintained by the servicing Manpower Office.

8. The above workload is properly identified and the manhours quantified.

 Servicing Manpower Office (Date)
 Name/Grade
 Title
 Phone

Figure 5.6. Annual FM Review Flow Chart.



Chapter 6

MILITARY JUSTICE AND ADMINISTRATIVE ACTION

6.1. Authority for Legal Services Support.

6.1.1. This chapter applies to Air Force tenants, members of the reserve components, the Air Force Reserve and the Air National Guard in Federal Service (consistent with Article 2, Uniform Code of Military Justice. (UCMJ), *10 U.S.C. 802*).

6.1.2. This AFI is the authority for legal service support listed in this chapter. No other order, writing, or implementing agreement is required unless otherwise provided for herein.

6.2. Court-Martial Convening Authority Actions.

6.2.1. All members of a tenant unit or AFELM (whether designated as a unit or not) are attached to the host command and its appropriate subordinate and higher commands for the exercise of general, special, and summary courts-martial convening authority.

6.2.2. While attachment for court martial convening authority purposes does not serve to divest any other commander from the exercise of such authority over a member of the tenant unit or AFELM, the exercise of such authority by the host command is preferred to expeditiously resolve the matter, preserve resources, and retain command prerogatives pertaining to matters affecting the maintenance of good order and discipline within the installation.

6.2.3. Members of a tenant unit or AFELM include personnel on temporary duty with or otherwise attached to it. Also, enlisted members assigned to a tenant unit or AFELM are attached to the host for administrative actions requiring review or determination by a court-martial convening authority (i.e., separations, demotions, line of duty, etc.).

6.3. Officer Discharge Actions.

6.3.1. The tenant's command retains primary authority of administrative action taken with regard to officers under AFI 36-3207, *Separating Commissioned Officers*, and other directives concerning administrative separation of officers to the extent that the command is normally empowered to execute such actions.

6.4. Non-Judicial Punishment Actions.

6.4.1. All members of a tenant unit or AFELM are attached to the host command, and its appropriate subordinate and higher commands for the exercise of non judicial punishment authority under Article 15, UCMJ. However, commanders of tenant units, or AFELMs designated as units, and other AFELM officers authorized to impose non judicial punishment pursuant to AFD 51-2, *Military Justice*, retain concurrent authority to take such action.

6.4.2. Any appeal from non judicial punishment is made to the superior authority in the command channel of the officer who imposes punishment, or to the appeal authority otherwise designated by AFLSA/JAJM, according to AFD 51-2.

6.4.3. Regardless of who imposes punishment or acts on the appeal, the action is administratively processed through the host command's Staff Judge Advocate.

6.4.4. In a Joint Command, if non judicial punishment is imposed on an Air Force member by a commander of a different service, the decisions as to collateral administrative actions (e.g. entry into a UIF or selection record) will be made by the senior Air Force officer or commander of the Air Force Element in the Joint Command.

6.4.5. If the senior Air Force Officer or commander of the element is unavailable or is not senior to the commander who imposed non judicial punishment, the decision to establish a UIF is made by a general court-martial convening authority (GCMCA) of the Air Force Host Command who is senior to the commander who imposed non judicial punishment, or, if there is not a GCMCA in the command senior to the commander who imposed punishment, a general court-martial convening authority of the Air Host Command who is senior. EXCEPTION: Article 15 correspondence relating to Air Force members for offenses that occur while on inactive duty for training must be processed through AFRES legal channels to HQ AFRES.

6.4.6. Consult AFI 51-202, *Non-Judicial Punishment Guide*, as the controlling authority for non judicial punishment actions.

6.5. Exceptions to Support Agreements.

6.5.1. When a support arrangement differing from that above is necessary or desirable, it must be documented at the general court-martial convening authority level or higher. Attach a copy to each copy of the support agreement it affects.

6.5.2. All judge advocates assigned as military judges, circuit trial and defense counsel, and area defense counsel, and all paralegals assigned as circuit court superintendents and defense paralegals, are assigned to the Air Force Legal Services Agency for jurisdiction under Article 15, UCMJ, for courts-martial, and for adverse administrative actions.

6.6. General Legal Services.

6.6.1. All members of a tenant unit or AFELM without its own legal office are attached to the host command and its appropriate subordinate and higher commands for claims processing, legal assistance, and general legal services that are usually provided by the host base legal office for host command units on that base. NOTE: Tenant units or AFELMs under this paragraph include any tenant unit or AFELM regardless of whether an agreement is executed according to this AFI.

Chapter 7

JOINT INTERSERVICE REGIONAL SUPPORT GROUPS (JIRSGS)

7.1. DOD JIRSG Program.

7.1.1. JIRSGs are voluntary groups comprising representatives from DoD activities in designated geographical regions. Their aim is to improve mission quality, efficiency, and effectiveness through the use of support agreements and other cooperative efforts.

7.1.2. (Added-PACAF) Six JIRSGs are active in the PACAF AOR; Guam, Hawaii, Japan, Korea, Okinawa, and Alaska. Of those, Air Force is the DoD executive agent in Japan and Alaska.

7.2. Air Force Involvement in JIRSG.

7.2.1. HQ USAF/LGX actively encourages Air Force involvement in the JIRSG program, with the aim of reducing costs by rationalizing Air Force support with other DoD activities.

7.2.2. Typical JIRSG initiatives include consolidation of contracts, integrated use of DRMO, joint use of training quotas and work with SAMs to better utilize base support facilities and equipment. To ensure efficiency, each JIRSG should:

- Compile and maintain a data base of existing DoD and other federal activities within their geographic area.
- Work in conjunction with local SAMs to develop a matrix of what support is available and what support is being provided by whom and to whom within their JIRSG area.
- Coordinate their efforts with neighboring JIRSG areas when undertaking major projects.

7.2.3. Chain of Command. Air Force JIRSG managers retain a right of direct access to OASD(ES). However, their single service chain of command runs through their Air Force MAJCOM to HQ USAF/LGXX.

7.2.4. Reports. To assist assessment of genuine Air Force benefits from JIRSG, Air Force JIRSG managers are required to produce concise semi-annual reports itemizing the proven savings they have achieved during the previous six monthly period. The reports should include ongoing projects which have not yet reached fruition, together with forecast delivery dates and requests for any relevant assistance required. Bullet statements are adequate but the aim of the report is to summarize savings in terms of manpower, facilities, resources and, where possible, dollars - it is not an activity report. Reports should be completed as of each 1 Oct and 1 Apr and submitted through MAJCOMs, with the addition of their comments where appropriate, to reach HQ USAF/LGXX by 31 Oct and 31 Apr. (Report Control Symbol No: HAF-LGX(SA)9608, AF 130, to be discontinued during emergency conditions and not required during MINIMIZE)

7.2.5. (Added-PACAF) Air Force executive agents will provide a semi-annual report (PACAF) (HAF-LGX(SA)9608, AF 130) due the 7th working day of Oct and Apr of each year to HQ PACAF/LGXP, 25 E Street, Suite H-310, HI 96853-5427.

7.3. Form Prescribed. DD Form 1144, *Support Agreement*..

GEORGE T. BABBITT, Lt General, USAF
DCS/Logistics

Attachment 1

GLOSSARY OF ABBREVIATIONS, ACRONYMS AND TERMS

Abbreviations and Acronyms

AFELM—Air Force Element

AFLSA—Air Force Legal Services Agency

BSP—Base Support Plan

DFAS—Defense Finance and Accounting Service

FAAC—Functional Area Agreement Coordinator

FDC—Federal Detention Center

FM—Financial Management

G&A—General and Administrative

GCMCA—General Court-Martial Convening Authority

GSU—Geographically Separated Unit

IDCRP—Incremental Direct Cost Reimbursement Policy

PMEL—Precision Measurement Equipment Laboratory

RFP—Request for Proposal

SAM—Support Agreement Manager

SAMS—Support Agreements Management System

UCMJ—Uniform Code of Military Justice

TMDE—Test Measurement and Diagnostic Equipment

Terms

Air Force Element (AFELM)—Identifies Air Force personnel on duty with agencies outside the Department of the Air Force who are the "Air Force Element" of the agency where they perform duty. An AFELM is not a constituted unit.

Annual Budget Review—A review, prior to submission of the annual budget submission, when installation level financial and functional resource managers review the accuracy of reimbursement charges. This data is used in the computation of future budget requirements.

Approval Authority—An individual authorized to commit resources for the supplier/ receiver.

Basis for Reimbursement—

- **Interservice & Intragovernmental.** These reimbursements are based on an incremental direct cost reimbursement policy (IDCRP) as per DoDI 4000.19, 9 Aug 95. IDCRP establishes that receivers pay for costs that are measurable and directly attributable to the receiver. Common-use infrastructure costs that support the supplier and other indirect installation-driven costs are not

chargeable to receivers. Also, receivers must be able to influence the costs either by management initiatives that reduce or eliminate the requirement, or by seeking an alternate source for the service.

- **Intraservice.** Intraservice reimbursement policy is in AFI 65-601, Vol 1, Chapter 7. Note that AFRES and ANG units are treated as intraservice units but see Chapters 15 & 16 of that reference for additional guidance for AFRES and ANG reimbursement policy.

Defense Business Operations Fund (DBOF)—DBOF business areas sell goods and services to their customers, the DoD operating forces (e.g. Defense Printing Service (DPS), Defense Finance and Accounting Services (DFAS), Defense Commissary Agency (DeCA)).

Functional Area—An area of an organization that performs specific duties within a broader operation, such as logistics, civil engineers, operations, etc.

General Provisions—Exceptions or additions to printed provisions required by Block 11, **DD Form 1144**.

Geographically Separated Unit (GSU)—Any Air Force unit separated from its servicing military personnel flight beyond a reasonable commuting distance.

Manpower Annex—A part of the support agreement used to document the manpower impact.

Manpower Impact—The measured change in a workcenter's manpower requirement resulting from the implementation of a support agreement.

Memorandum of Agreement (MOA)—An agreement that defines areas of responsibility and agreement between two or more parties, normally at headquarters or MAJCOM level. MOAs normally document the exchange of services and resources and establish parameters from which support agreements may be authorized.

Memorandum of Understanding (MOU)—An umbrella agreement that defines broad areas of mutual understanding between two or more parties, normally at MAJCOM or higher level.

Receiver—An activity, normally a tenant, which receives base support from a supplier.

Significant Change (in support requirements)—A change in the amount, level or frequency of requirements which would require budget/manpower reprogramming over and above inflation.

Specific Provisions—Support responsibilities negotiated between the supplier and receiver and detailed in Block 12, **DD Form 1144**.

Standard Level of Support—The level of support provided to receivers which is equivalent to the standard defined and furnished by the supplier to its own mission.

Supplier— An activity, normally the host, which provides base support to receivers.

Supplier Address Activity Code—The first series of the number (FB9999) is the supplier address activity code of the supplying activity.

Support Agreement—A completed **DD Form 1144**, which documents the support a supplier provides a receiver and the reimbursement the receiver will pay for that support.

Support Agreement Manager—Installation level OPR for the support agreements program.

Triennial Review—A complete review of an existing support agreement, requiring a new **DD Form**

1144, and completed at intervals of no more than three years.

Attachment 2

COMPLETION OF DD FORM 1144

A2.1. Completion of DD FORM 1144 By Block Number.

- Block 1: Agreement Number (FB9999-93001-001). The first series of the numbers (FB9999) is the Supplier Activity Address Code of the supplying activity. The second series of numbers is the ordinal date consisting of the Year and Julian Date (93001) (i.e., 1 Jan 99 would be 99001). The third series of numbers (001) represents the sequential agreement number assigned by the supplying activity.
- **(PACAF) Block 1. The ordinal date will correspond with the date of supplier signature (or last signature) on the agreement.**
- Block 2: Superseded Agreement No. This is the old agreement number that this new one replaces, if applicable.
- **(PACAF) Block 2. Use “NA” for new agreements.**
- Block 3: Effective Date. This is the date that support begins and from which reviews are dated.
- Block 4: Expiration Date. Normally the expiration date will be indefinite but a specific date may be agreed upon. If so, the rationale for expiration should be included in Block 11. General Provisions.
- Block 5a: Supplier Name and Address. Enter the name of the supplier followed by the SAM's unit, office symbol, building with room number, postal address and zip code.
- Block 5b: Supplier Major Command. Enter MAJCOM or agency name (e.g., ACC, AMC, PACAF, etc.).
- Block 6a: Receiver Name and Address. Enter the name of the receiver followed by the SAM's unit, office symbol, building with room number, postal address and zip code.
- Block 6b: Receiver Major Command. Enter MAJCOM or agency name (e.g., DoD Schools, AAFES, DeCA, etc).
- **Use “NA” when accomplishing the DD Form 1144 for non-DoD agencies.**
- Block 7a: Support. Enter the applicable category of support. Funds are not transferable for non-reimbursable categories, however, DD Form 1144 documentation is required.
- Block 7b: Basis for Reimbursement. Enter the basis for calculating the expense borne by the receiver as defined in DoDI 4000.19 or AFI 65-601.
- Block 7c: Estimated Reimbursement. Enter the estimated cost to be reimbursed to the supplier. If actual costs are known, enter them in this block.
- Additional Support Requirements Attached. Place an "X" in the "Yes" block if blocks 7a, 7b, and 7c are continued on an attachment to the DD Form 1144. If an attachment is needed, use 8 1/2 x 11 bond paper and format it as are these blocks.
- **Block 7b and 7c. For PACAF units, enter the words “Refer to attachment 2, Funding Annex.” This will facilitate easy maintenance of the Funding Annex attachment following annual budget reviews.**

- Blocks 8a and 9a: Comptroller Signature. Enter the typed name and grade of the Comptroller. Signature may be placed over the typed entry.
- Blocks 8b and 9b: Date signed. Enter the date the FM signs the agreement.
- Blocks 8c(1) and 9c(1): Enter the approving authority's typed name, grade, and title.
- Blocks 8c(2) and 9c(2): Enter the approving authority's organization, unit, and office symbol .
- Blocks 8c(3) and 9c(3): Telephone Number. Enter the DSN of the signatory. Place "DSN" in parenthesis prior to the number (i.e. (DSN) 227-9211). If signatory does not have DSN access, enter the full commercial telephone number including area code.
- Blocks 8c(4) and 9c(4): Signature. The completion of these blocks by the supplying and receiving activity approval authorities indicate they concur with and approve of the attached general and specific provisions of the agreement.
- Blocks 10a and 10b: Termination. Enter the typed name, rank, and date of the supplier approval authority at the time the agreement is terminated. The approval authority's signature will be entered over the typed name and rank.
- Blocks 10c and 10d: Termination. Enter the typed name and rank, and the date of the receiver approval authority at the time the agreement is terminated. The approval authority signature will be entered over the typed name and rank.
- Block 11: General Provisions
 - a. Line 11b - Enter the full address of the receiver SAM.
 - b. Line 11c - Enter the complete billing address of the supplier's comptroller.
 - c. Line 11f - At the end of the sentence, enter yes or no, when appropriate.
 - d. The following suggested statements can be included in Block 11, General Provisions block. Include only those statements that are pertinent and meaningful to the agreement. General Provisions is continued on a 8 1/2 x 11 sheet of bond paper as an attachment to the DD Form 1144.
 1. Prescribing Directives. Funding and reimbursement arrangements should be IAW AFI 65-601.
 2. Manpower review statement and provide an attachment signed by the supplier's manpower office.
 3. Civil Engineer or Environmental review statement is signed by both the Supplier and Receiver Civil Engineer or Environmental Office (or designated representative) where there is an environmental impact.
 4. Distribution.
(PACAF) Distribution list, with a transmittal letter attached to the agreement, to include the following:

DFAS OPLOC (send to installation's DFAS liaison office mail box), if the agreement includes reimbursable support - 1 copy

HQ PACAF/LGXP, 25 E Street, Suite H-310, Hickam AFB, HI 96853-5427 - 1 copy

HQ PACAF/XPMP, 25 E Street, Suite F-214, Hickam AFB, HI 96853-5417 - 1 copy (if applicable)

HQ PACAF/DPCP, 25 E Street, Suite D-224, Hickam AFB, HI 96853-5001 - 1 copy (if applicable)

Intermediate Commands - 1 copy (optional)

Wing/group/FMA - 1 copy

Wing/group/LGX - 1 copy

Installation Servicing Manpower Office - 1 copy (if applicable)

Installation Civil Engineer - 1 copy (if applicable)

Unit functional area agreements coordinators - 1 copy

5. List attachments (if manpower annex required, list as attachment)

(PACAF) The following is an example of how attachments are listed on agreements in PACAF:

Attachments

- (1) **Specific Provisions**
- (2) **Estimated Basis for Reimbursements**
- (3) **Base Staff Judge Advocate Certification**
- (4) **Manpower Certification.**
- (5) **Request for Environmental Impact Analysis**
- (6) **Security Impact Statement**
- (7) **List of Equipment Supported**
- (8) **Classified Portion**

5.(1). **Facilities Annex (if applicable). Facilities (both joint use and sole use) assigned for the tenant's use will be listed by building number, designator, and area used in square feet. This list will be provided as an attachment to the agreement.**

5.(2). **If applicable, provide a list of vehicles, aerospace ground equipment, PMEL items, or other equipment supported by registration/serial/part number and nomenclature.**

5.(3). **Except when the DD Form 1144 contains classified information, include classified information in a separate attachment(s). Reference it in block 11. This will allow normal use of the agreement when classified attachment(s) are detached and filed separately.**

- e. **(Added-PACAF) Block 11 of DD Form 1144 (or continuation page). Include the purpose of the agreement and whether support will or will not remain in effect upon execution of an OPlan.**
- f. **(Added-PACAF) Block 11 of DD Form 1144 (or continuation page). Include a summary of changes for reviews and revisions if applicable.**
 - **Block 12 - Specific Provisions. (This block will be used as specified). Use plain bond paper to document additional "specific provisions to this agreement."**

A2.2. Examples of Specific Provisions.

A2.2.1. The following examples of specific provisions illustrate the typical level of detail normally included but this can be amended to meet local requirements:

CHAPEL AND CHAPLAIN SERVICES

SUPPLIER WILL: Provide comprehensive pastoral ministry, including opportunities for worship and religious rights, pastoral visits, spiritual counseling, and religious education to the same extent as provided to supplier's personnel.

RECEIVER WILL: Coordinate chaplain activities and support requirements with the supplier base.

CLUBS

SUPPLIER WILL: Provide dining and entertainment services by providing access to Officers Club and Enlisted Club for eligible receiver members. Make available golf course and bowling center on the same terms as for base personnel.

RECEIVER WILL: Request service and comply with Supplier's directives, policies and procedures.

A2.3. Examples of Completed DD Form 1144.

Figure A2.1. Sample AF Form 1144.

SUPPORT AGREEMENT			
1. AGREEMENT NUMBER <i>(Provided by Supplier)</i> FB9999-95274-103	2. SUPERSEDED AGREE. NO. <i>(If this replaces another agreement)</i> FB9999-89274-103	3. EFFECTIVE DATE (YYMMDD)	4. EXPIRATION DATE <i>(May be "Indefinite")</i> Indefinite
5. SUPPLYING ACTIVITY		6. RECEIVING ACTIVITY	
a. NAME AND ADDRESS HEADQUARTERS 11TH WING Attn: HQ 11 WG/ XPX 1585 Air Force Pentagon Washington DC 20330-1585		a. NAME AND ADDRESS ARMY & AIR FORCE EXCHANGE SERVICE Building 4514 195 Chappie James Boulevard Bolling AFB DC 20332-5502	
b. MAJOR COMMAND HQ 11 WG		b. MAJOR COMMAND AAFES	
7. SUPPORT PROVIDED BY SUPPLIER			
a. SUPPORT <i>(Specify what, when, where, and how much)</i>		b. BASIS FOR REIMBURSEMENT	c. ESTIMATED REIMBURSEMENT
Administrative Services		No Reimbursement	No Reimbursement
Common Use Facility Construction, Operations, Maintenance, and Repair		No Reimbursement	No Reimbursement
Disaster Preparedness		"	"
Fire Protection		"	"
Mail Postage		Metered Mail	\$ 1,000.00
Occupational and Industrial Health Services		No Reimbursement	No Reimbursement
Police Services		"	"
Refuse Collection and Disposal		Tonnage	\$ 49,200.00
Supply Services		Actual cost (Receiver provides MIPR directly to Supply Squadron)	<72,058.46> 254,623.40
Utilities		Meters and engineering estimates	Total: \$ 305,823.40
DoDI 4000.19, 1 Aug 95 provides the policy guidance for this form.			
ADDITIONAL SUPPORT REQUIREMENTS ATTACHED: <input type="checkbox"/> YES		<input checked="" type="checkbox"/> NO	
8. SUPPLYING COMPONENT		9. RECEIVING COMPONENT	
a. COMPTROLLER SIGNATURE	b. DATE SIGNED	a. COMPTROLLER SIGNATURE	b. DATE SIGNED
c. APPROVING AUTHORITY		c. APPROVING AUTHORITY	
(1) Typed Name		(1) Typed Name	
(2) Organization	(3) Telephone Number	(2) Organization	(3) Telephone Number
(4) Signature	(5) Date Signed	(4) Signature	(5) Date Signed
10. TERMINATION <i>(Complete only when agreement is terminated prior to scheduled expiration date.)</i>			
a. APPROVING AUTHORITY SIGNATURE	b. DATE SIGNED	c. APPROVING AUTHORITY SIGNATURE	b. DATE SIGNED

Figure A2.1. Continued.

11. GENERAL PROVISIONS (Complete blank spaces and add additional general provisions as appropriate: e.g., exceptions to printed provisions, additional parties to this agreement, billing and reimbursement instructions.)

a. The receiving components will provide the supplying component projections of requested support. (Significant changes in the receiving component's support requirements should be submitted to the supplying component in a manner that will permit timely modification of resource requirements.)

b. It is the responsibility of the supplying component to bring any required or requested change in support to the attention of AAFES, Bldg 4514, 195 Chappie James Blvd, Bolling AFB DC 20332-5502 prior to changing or cancelling support.

c. The component providing reimbursable support in this agreement will submit statements of costs to: HQ 11 WG/FMAB, 170 Luke Avenue, Suite 300A, Bolling AFB DC 20332-5113

d. All rates expressing the unit cost of services provided in this agreement are based on current rates which may be subject to change for uncontrollable reasons, such as legislation, DoD directives, and commercial utility rate increases. The receiver will be notified immediately of such rate changes that must be passed through to the support receivers.

e. This agreement may be cancelled at any time by mutual consent of the parties concerned. This agreement may also be cancelled by either party upon giving at least 180 days written notice to the other party.

f. In case of mobilization or other emergency, this agreement will remain in force only within supplier's capabilities.

G. AUTHORITY/PURPOSE: This agreement is entered into under the provisions of DoDI 4000.19 and DoDM 7220.9. It out-lines the administrative and logistical support services provided to the Army & Air Force Exchange Service as described in the Specific Provisions.

h. STRENGTH/FACILITY ASSIGNMENT: Civ: 395 - Bldg 12, 6,800; Bldg 523, 1,200; Bldg 1311, 15,900; Bldg 4500, 3,540; Bldg 4514, 84,943; Bldg 4577, 196, Bldg 4578, 72. (Total - 123,961 SF)

i. FUNDING/BILLING INFORMATION: Formulated by each installation's FMA office.

j. ATTACHMENTS: (1) Specific Provisions; (2) Manpower Annex; (3) Funding Annex, (4) Utility Sales Contract, etc.

k. EFFECTIVE/REVIEW DATE: Provisions of this agreement are effective 1 Oct 95 and may be revised by either party upon written notice to the other: (1) Review of the support arrangements will be made three (3) years after signature date of the supplier's approving authority. (2) Review of financial data will be made annually by HQ 11 WG/FMAS/FMAB for current billing cost.

l. POINTS OF CONTACT: HQ 11 WG/XPX, 1585 Air Force Pentagon, Washington DC 20330-1585, Cml, DSN/Ph, FAX.
AAFES, Bldg 4514, 195 Chappie James Blvd, Bolling AFB DC 20332-5502, Cml, DSN/Ph, FAX. (Continue General Provisions on 8-1/2 X 11 bond paper as needed).

ADDITIONAL GENERAL PROVISIONS ATTACHED: YES NO

12. SPECIFIC PROVISIONS (As appropriate: e.g., location and size of occupied facilities, unique supplier and receiver responsibilities, conditions, requirements, quality standards, and criteria for measurement/reimbursement of unique requirements.)
Explain needed special provisions in detail, use 8-1/2 X 11 bond paper, if necessary.

ADDITIONAL SPECIFIC PROVISIONS ATTACHED: YES NO

Figure A2.1. Continued.

SUPPORT AGREEMENT			
1. AGREEMENT NUMBER (provided by supplier) FB9909-05244-303		2. SUPPORTED AGENCY NO. (with military number agreement) FB9999-87244-303	
3. EFFECTIVE DATE (YYYYMMDD)		4. EXPIRATION DATE (May be "Indefinite") Indefinite	
5. OUTLINING ACTIVITY		6. RECEIVING ACTIVITY	
a. NAME AND ADDRESS HEADQUARTERS 10TH WING Army HQ 11 WGS/SPX 1383 Air Force Pentagon Washington DC 20330-1545		a. NAME AND ADDRESS HEADQUARTERS 497TH INTELLIGENCE GROUP Airm: XFL 264 Lake Avenue Holling AFB DC 20332-7020	
b. MAJOR COMMAND HQ 11 WG		b. MAJOR COMMAND ATA	
7. SUPPORT PROVIDED BY SUPPLIER			
a. SUPPORT (Specify what, when, where, and how often)		b. BASIS FOR REIMBURSEMENT	c. ESTIMATED REIMBURSEMENT
Chapel and Chaplain Service		No reimbursement	No reimbursement
Communication Service		See Funding Annex	\$ 5,302.57
Environmental Compliance		No reimbursement	No reimbursement
Facility Maintenance and Minor Repair		"	"
Fire Protection		"	"
Legal Services		"	"
Mail Postage		"	"
Military Personnel Support		"	"
Supply Services		Actual cost (Receiver provides MIPF directly to Supply)	\$ -9,086.16-
Vehicle Support		Actual cost (bill insurance records).	14,390.36
Developed using 63-601, Chap 7 governing servicing between Air Force units. Exceptions are listed in 63-601, Chap 7, para 7.3. This form may contain information not listed on Funding Annex.			TOTAL: \$ 19,682.98
ADDITIONAL SUPPORT REQUIREMENTS ATTACHED: <input type="checkbox"/> YES <input checked="" type="checkbox"/> NO			
8. SUPPLYING COMPONENT		9. RECEIVING COMPONENT	
a. CONTRACTOR SIGNATURE	b. DATE SIGNED	a. CONTROLLER SIGNATURE	b. DATE SIGNED
c. APPROVING AUTHORITY		c. APPROVED AUTHORITY	
(1) Typed Name		(1) Typed Name	
(2) Organization	(3) Telephone number	(2) Organization	(3) Telephone number
(4) Signature	(5) DATE SIGNED	(4) SIGNATURE	(5) DATE SIGNED
10. TERMINATION (Complete only when agreement is terminated prior to scheduled expiration date.)			
a. APPROVING AUTHORITY SIGNATURE	b. DATE SIGNED	c. APPROVING AUTHORITY SIGNATURE	d. DATE SIGNED

(Added-PACAF) Figure A2.1. Above block 4, Expiration Date. Indicate agreement action with one of the following: New, Review #, Revision #, Re-accomplished, or Termination.

1 Attachment

Sample Format - Addendum to Memorandum of Agreement/Understanding

ATTACHMENT 1 (ADDED-PACAF)

SAMPLE FORMAT - ADDENDUM TO MEMORANDUM OF AGREEMENT/UNDERSTANDING

ADDENDUM NUMBER: xx

TO MEMORANDUM OF AGREEMENT/UNDERSTANDING

FB52XX-XXXXX-XXX (AGREEMENT NUMBER)

BETWEEN

(SUPPLIER)

AND

(RECEIVER)

CONCERNING

(TITLE)

THIS ADDENDUM (TERMINATES OR REVISES) MEMORANDUM OF AGREEMENT/UNDERSTANDING IDENTIFIED ABOVE, ORIGINALLY DATED xx-xxx-xx, AND IS HEREBY AGREED BY BOTH PARTIES.

THE CHANGES ARE ...(IF APPROPRIATE)

FOR (SUPPLIER UNIT)

FOR (RECEIVER UNIT)

_____ **XXXXXX** _____

_____ **XXXXXX** _____

(SIGNATURE BLOCK)

(SIGNATURE BLOCK)

Date: **XXXXXXXX**

Date: **XXXXXXXX**

Attachment(s)

1. XXX
2. XXX

Distribution

Attachment 3**SUPPORT AGREEMENT STRUCTURE AND DISTRIBUTION****A3.1. Structure of a Support Agreement:**

- DD Form 1144, Support Agreement.
- General Provisions as a continuation of Block 11, DD Form 1144.
- Specific Provisions as a continuation of Block 12, DD Form 1144.
- Funding Annex.
- Manpower annex or statement in Block 11, General Provisions, DD Form 1144.
- Other attachments as required (building and facilities, vehicles attachment, etc.).
- The pages of the attachments should be numbered consecutively (example - 1 of 7; 7 being the total number of pages in the attachment). All attachments will be on 8-1/2 x 11 bond paper.
- Finalized agreements can be reproduced on both sides.
- Original copy of agreements should be forwarded for signature.
- The original (master) copy of the agreement, with all related management correspondence should be filed in the supplier SAM's office.

A3.2. Distribution of Completed DD FORM 1144 and Attachments.

- Indicate the supplier and receiver office symbols and the number of copies desired for distribution of the signed support agreement.
- Minimum distribution should include the supplier and receiver supporting and supported units, as well as the supplier and receiver MAJCOM.

Attachment 4**SAMPLE MOA/MOU****MEMORANDUM OF AGREEMENT (OR UNDERSTANDING) BETWEEN XXXX AND
YYYY (EXAMPLE ONLY)**

1. PURPOSE: The purpose of this agreement is to outline responsibilities and major actions required to support JCS counter drug operations involving PACAF AWACS aircraft.

2. AUTHORITY: DoDI 4000.19 and other directives, as required.

3. GENERAL:

a. **SCOPE.** This MOA provides guidance and documents agreement on aspects for general support of PACAF AWACS counter drug operations. Actions and agreements herein apply only to the participating parties and are not intended to supersede existing regulations or agreements.

b. ASSUMPTIONS.

(1) ACC is the force provider. PACAF is the resource manager.

(2) PACAF pro-rata support will be in augmentation of ACC forces as determined by Commander, Air Combat Command (COMACC) and approved by Commander, Pacific Air Forces (PACAF/CC).

(3) This agreement complements the MOU between PACAF and ACC (FB52XX-92292-005) concerning continued operations of AWACS in PACOM.

4. RESPONSIBILITIES:**a. FINANCIAL MANAGEMENT.**

(1) HQ PACAF/FM will:

(2) HQ ACC/FM will:

b. LOGISTICS SUPPORT. Includes plans, maintenance, supply, transportation, and contracting.

c. OPERATIONAL SUPPORT.

d. **MISSION SUPPORT.** Includes facilities, facilities support, utilities, personnel, etc.

e. **MANPOWER.**

f. **AGREEMENT AND ADMINISTRATION.** (Effective date, review requirements, termination date, and approval level as appropriate).

(Note: this sample illustrates the format and content of a typical MOA/MOU. It should be modified to reflect local requirements and to include only relevant information).

Attachment 5**MISSION SUPPORT CATEGORIES**

These mission support categories are not recognized in DoDI 4000.19 and, when required, should be listed in alphabetical order. The SAMS approved abbreviation follows each title in parentheses:

Aerial Photography (Air Photo) - Provision of photographs taken from the air.

Aerial Port Operations (Aerlport Ops) - Manages and operates the military air terminal facility and provides air terminal services. Provides customs, drug, anti-smuggling inspection, and examination of aircraft and passengers.

Aircraft Maintenance (A/C Maint) - Includes all aspects of aircraft maintenance (e.g., corrosion control, machine, AGE, NDI, repair and reclamation, structural repair, off and on equipment etc) not previously addressed.

Airfield Base Operations (Airfld Ops) - Manage airfield support activities and facilities and provide service for preflight planning and flight plan processing.

Ammunition (Ammo) - Provide for the supply, maintenance, and repair of devices charged with explosives, propellants, pyrotechnics, initiating composition of nuclear, biological, or chemical material for use in connection with defense or offense including demolitions, ceremonial, or non-operational purposes.

Avionics Maintenance (Avion Maint)- Provides off-equipment maintenance of avionics equipment and components. On-equipment maintenance of avionics equipment and systems when size or mission of the receiver does not warrant such capability within the tenant unit.

Base Plans (Base Plans) - Develops and monitors the application of base-level operations and contingency plans not specifically assigned by directive to other functional areas. Provides personnel for on-base emergency contingencies where the Receiver does not have a capability.

Clothing and Textile (Clothing) - Provide for the supply, maintenance, and repair of organizational clothing, equipment footwear, and other material suitable for wearing.

Consolidated Command Post (Cmd Post)- Provide command and control facilities and services for receiver units. Supplier is responsible for command post consolidation and coordination of operations.

Electrical Equipment and Components (Elec Equip) - Provide for the supply, maintenance and repair of general or special purpose electrical equipment and their components.

Financial Services (Fin Servs) - Includes non-DFAS financial services provided by FM.

Flight Operations (Flight Ops) - Includes managing support aircraft resources as stated in AFR 60-1 and operates a centralized air crew life support equipment and their components.

Geodetic Support (Geodetic Spt) - Includes provisions of aeronautical charts, maps, flight information publications, and associated air navigation materials used in planning and conducting air and ground operations.

Intelligence Collection (Intel) - Includes providing intelligence support and related facilities.

Life Support Equipment (Life Spt Equip) - Includes the supply, maintenance, and repair of any equipment, either mechanical or manual, or substance, designed to keep individuals alive.

Logistics Air Support (Logs Air) - Includes support by air landing or air drop including air supply, movement of personnel, evacuation of casualties and prisoners of war, and recovery of designated resources.

Maintenance Control (Maint Cont) - Includes maintenance control and material control services.

Missiles (Missiles) - Includes the supply maintenance, and repair of missile systems and associated equipment. Includes mechanical, electronic, and communication equipment which is an integral part of a missile system.

Missiles Equipment and Components (Missile Equip) - Includes the supply, maintenance, and repair of missile equipment and components when they are not an integral part of the missile system.

Petroleum, Oils, and Lubricants (POL). Provide for the dispensing of fuels, oils and lubricants.

Survival Equipment Maintenance (Surv Equip) - Includes maintenance and repair of survival equipment (including parachutes, flight clothing, flotation aids, survival kits etc).

Precision Measurement Equipment Laboratory (PMEL) - Includes precision measurement laboratory support. (N.B. Where appropriate, this should be used in preference to the more general DoDI 4000.19 category "Equipment Maintenance, Repair and Calibration".

Quality Assurance (QA) - Includes quality assurance, inspection, and related support.

Records and Forms Flight Management (Flt Records) - Includes complete air crew resource management data system for all standard functions as prescribed in AFI 11-401, *Flight Management* and AFI 11-210, *Instrument Refresher Course*.

Search and Rescue (SAR) - Includes aircraft, surface craft, submarines, specialized rescue teams, and equipment to search for and rescue personnel in distress on land or at sea.

Ships and Vessels (Ships) - Includes the supply, maintenance, and repair of ships and vessels, including when applicable the armament, electronics, communications, and any other equipment that is an integral part of the ships and vessels.

Suggestion Program (Suggestions) - Includes suggestion program and budgets for cash awards.

Synthetic Trainer (Syn Trnr) - Includes installing, maintaining and where appropriate, operation of synthetic trainers, except air crew training devices.

Test and Evaluation (Test & Eval) - Includes testing items of material, systems, or techniques under a simulated or actual operational conditions to determine whether the specific military requirements or characteristics are satisfied.

Attachment 6**NON-STANDARD PROGRAMS**

A6.1. Providers of Public Goods or Services. The following categories are providers of public goods or services as per current Air Force Directives:

- Community Service Organizations such as the American Red Cross, the Boy and Girl Scouts, and Civil Air Patrol are not charged for base support services. If an installation can identify funds used to support these organizations, the installation commander can choose to fund these costs within the existing budget.
- Regulated Service Organizations such as the base bank and credit union are charged for base support services on the basis of existing directives or contract. Support agreements are not required. Refer to AFI 65-701, *Banking Services on USAF Bases* and AFI 65-702, *Credit Unions on USAF Installations* for further information on bank and credit unions.

A6.2. Mutual Benefit. In some instances it is not appropriate to charge for certain services provided to local government when such services are of mutual reciprocal benefit (e.g. Agreements with fire departments to provide mutual aid in the event of local disasters).

A6.3. Army Veterinary Service. Status of the US Army Veterinary Service on USAF installations is governed by an MOU of 21 Jan 1993 between the Surgeon Generals of the two Services. It specifies that "US Army Veterinary Service is considered an integral part of the local Air Force medical staff and as such is not considered a tenant on the Air Force base".

A6.4. Civilian Post Offices. Status of US civilian post offices on military installations is governed by the DoD Postal Agreement of 1980, as amended in Jun 1983. In effect, this commits DoD to provide "adequate facilities for civilian post offices located at military installations solely in support of the unit's mission. Utilities and local telephone service shall be furnished on a reimbursable basis".

A6.5. Aviation Engine Oil Samples. AFI 21-124 provides for non-depot Oil Analysis Program laboratories to provide Nondestructive Inspections lab analysis of aero engine oil samples in accordance with DoD policy.

Attachment 7

SAMPLE COORDINATION SHEET

MEMORANDUM FOR SEE DISTRIBUTION

FROM: HQ USAF/LGXX

SUBJECT: Review of Support Agreement Number XXXXXX

1. Please review the attached support agreement between _____ and _____ . In particular, please confirm that the estimated charges, funding arrangements, and type and degree of support are accurate.
2. The office of primary responsibility for this review is _____ and the point of contact is _____ .
3. Please send your written reply to _____ by _____. You may keep the draft agreement in your files until we send you the final.

Attachment:

Draft Support Agreement

DISTRIBUTION:

AF/PEM

AF/FMB

AF/LGT

Attachment 8

SUPPORT AGREEMENT MANPOWER/COST DATA SHEET

Support Provider: _____ Support Receiver: _____

Support Category: _____

Manpower Expended: Total Hours/Month _____

Military:		Civilian:	
Grade	Hours/Month	Grade	Hours/Month
_____	_____	_____	_____
_____	_____	_____	_____

Manpower Validation: (_____ Manpower Office, Bldg _____, Room _____, Ext _____)

_____ /mo (Divided by) _____ Mil Man-hour Availability Factor = Mil Manpower Impact

_____ /mo (Divided by) _____ Civ Man-hours Availability Factor = Civ Manpower Impact

Is this function covered by an Air Force Manpower Standard (AFMS)? _____ Yes _____ No

If yes, what are the AFMS workload factors? _____

_____/mo Validation: _____
 _____ Date _____ Signature _____ Phone

Cost Calculations: (_____ Comptroller Sq, Financial Mgmt Analysis, Bldg _____, Rm _____, Ext _____)

Military Labor Cost: Hrs/Yr _____ x Hrly Pay Rate \$ _____ = _____

Civilian Labor Cost: Hrs/Yr _____ x Hrly Pay Rate \$ _____ = _____

Direct Costs: (Supplier, Equipment, Parts, etc.)

	Charge	\$ Reimbursement Due
1.	_____	_____
2.	_____	_____

Total Reimbursement Due:

_____/FMA Validation: _____
 _____ Date _____ Signature _____ Phone

Unit Agreement Coordinator: _____
 Coordinator _____ Date _____ Signature _____ Office Symbol _____ Phone